

SUPERIOR COURT OF ARIZONA - MARICOPA COUNTY
EMPLOYMENT OPPORTUNITY

Employees of the Superior Court, Justice Courts and court departments are employees of the judicial branch. Positions in the court system may be in the classified service subject to the Judicial Merit System Resolution and Rules

OPEN COMPETITIVE
CRIMINAL PROGRAMS MANAGER
(JUDICIAL SERVICES ADMINISTRATOR III)

POSITION IS AVAILABLE WITH THE CRIMINAL DIVISION OF THE SUPERIOR COURT
LOCATED AT 101 WEST JEFFERSON, PHOENIX

RECRUITMENT DATES: Monday, July 31, 2000 – Open Until Filled

SALARY: \$35,713.60 Per Year

POSITION QUALIFICATIONS: A Bachelor's Degree in Business, Public or Judicial Administration or a closely related field from an academically accredited college or university and four years experience as a judicial administrator in a court system. A Master's Degree in Court Administration or a closely related field may substitute for one year of the required experience.
PREFERRED: Experience analyzing existing processes, preparing reports to summarize findings and offering specific recommendations for improvement; comprehensive knowledge of caseload management principles; experience organizing and leading meetings and preparing meeting minutes; experience with multi-tasking/handling multiple projects; supervisory experience desirable.

ESSENTIAL JOB TASKS: Provides supervision of Criminal Court Administration and operations staff. Develops, implements, and evaluates management programs. Manages complex projects. Provides staff support for bench and bench bar committees. Drafts complex reports. Compiles, analyzes and presents statistical data.

SELECTION PROCEDURE: Pursuant to the Judicial Merit System Resolution and Rules, the Maricopa County Human Resources Department performs recruitment, assessment and other personnel functions on behalf of the Court system and its departments. **EDUCATION/EXPERIENCE EVALUATION.** The Human Resources Department reserves the right to admit to the exam process only those candidates who are considered the most highly qualified. Those selected will be scored based on an evaluation of listed education and experience. The hiring authority will interview and select the successful candidate from a list provided by the Human Resources Department.

NOTE TO EMPLOYEES: Unless you are a temporary or unclassified employee, you must have successfully passed initial probation before your application can be considered.

FILING PROCESS: Required County Application Form (3100-049) AND SUPPLEMENT must be received by 5:00 p.m. on the recruitment closing date. Applications and information may be obtained at the Maricopa County Human Resources Department located in Suite 200 of the County Administration Building, 301 West Jefferson, Phoenix, Arizona 85003-2145. Phone: 602- 506-3755. Teletypewriter (TT) 602- 506-1908. RECORDED JOB MESSAGE: 602-506-3329. Internet address: www.maricopa.gov

WHAT HAPPENS TO YOUR APPLICATION: Refer to page 4 of the application form for complete information.

IT IS THE POLICY OF THE SUPERIOR COURT OF MARICOPA COUNTY
NOT TO DISCRIMINATE IN EMPLOYMENT OR THE PROVISION OF SERVICES
AN EQUAL OPPORTUNITY EMPLOYER

ANNOUNCEMENT NUMBER: 106013 / KAC, 7a
RECRUITMENT ABBREVIATION CODE: JSA3-CPM

DATE PUBLISHED: Monday, July 31, 2000

SUPPLEMENTAL INFORMATION
CRIMINAL PROGRAMS MANAGER
(JUDICIAL SERVICES ADMINISTRATOR III)

PLEASE NOTE: This form does **NOT** replace the information requested on the "Application for Employment." Be sure your application **and** this supplement are **both** accurate and complete. Information provided on this supplement may be used to determine your eligibility for this position. **FAILURE TO SUBMIT THIS FORM ALONG WITH YOUR APPLICATION MATERIALS MAY DISQUALIFY YOU FROM FURTHER CONSIDERATION FOR THIS POSITION!**

1. How many years experience do you have as a judicial administrator in a court system? _____
Describe your court administrative experience, including the branch and size of the court with which you were affiliated.

2. Describe your experience analyzing existing court processes and the recommendations you initiated to make improvements:

SEE REVERSE SIDE FOR ADDITIONAL QUESTIONS

3. Describe your knowledge/experience of caseflow management principles:

4. Please describe your experience in organizing meetings and handling meeting minutes:

5. Do you have supervisory experience? _____No _____Yes _____# of employees supervised
If yes, describe your experience:

SIGNATURE

DATE

JSA3-CPM, 7/00